

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 12-018

Issue Date: December 13, 2011

Title: Electronic Health Records and Meaningful Use – Progress of Health Care Providers

I. Purpose

The Maryland Health Care Commission (MHCC or Commission) will select a contractor on a time and materials basis to assess the progress made by providers toward adoption and meaningful use of electronic health records (EHRs), and develop recommendations aimed at achieving optimal EHR adoption and use. When used in a meaningful way, EHRs have the potential to improve the quality, safety, and efficiency of health care while reducing costs. The Federal Government implemented an EHR adoption incentive program under the Health Information Technology for Economic and Clinical Health (HITECH) Act, to spur the adoption and meaningful use of EHRs.¹ The MHCC is working to advance EHR adoption through state-level initiatives such as the EHR product portfolio, management service organization (MSO) State Designation, and the state-regulated payor EHR incentive regulation.

On May 19, 2009, Governor O'Malley signed into law House Bill 706 (HB 706), *Electronic Health Records – Regulation and Reimbursement*. HB 706 authorizes the Commission to designate one or more MSOs to offer hosted EHR solutions and establish regulations that require state-regulated payors to provide one-time incentives to that adopt an EHR. HB 706 also requires the MHCC to report to the Governor and the General Assembly by October 2012 on the progress providers are making in adopting EHRs and achieving meaningful use. The contractor will be required to propose changes in state laws that may be necessary to achieve optimal adoption and use of EHRs by providers. Included in the report will be an assessment of the impact current initiatives are having on providers, the barriers to achieving meaningful use, and proposed strategies to mitigate these barriers. The contractor is required to coordinate the work effort with the MHCC.

II. Requirements

The MHCC is the state agency responsible for expanding health information technology in Maryland. Various state initiatives are underway to increase EHR adoption and implement a state designated health information exchange. About 24 percent of Maryland office-based physicians have adopted an EHR.² The MHCC seeks a contractor that can assess the progress providers³ are making in adopting EHRs and achieving meaningful use, and the impact of current initiatives at the state and federal level on EHR adoption. The contractor will also identify provider challenges related to adoption and meaningful use and develop reasonable mitigation strategies to the challenges. As part of the work, the contractor is required to examine other states' progress achieved toward adoption and meaningful use of EHRs and strategies other states are implementing to accelerate adoption.

¹ 42 CFR Parts 412, 413, 422 et al. (2010). Centers for Medicare and Medicaid Services. *Medicare and Medicaid Programs; Electronic Health Record Incentive Program; Final Rule*.

² Maryland Board of Physicians, 2009-2010 Physician License Renewal Database.

³ For the purpose of the report, *providers* would encompass *eligible professionals*, as defined in the Medicare and Medicaid Meaningful Use Final Rule.

The contractor is expected to have a strong understanding of Maryland's health information technology activities and demonstrate a sound methodology in their response for assessing the progress providers are making to adopt an EHR and achieve meaningful use. The contractor is also required to identify EHR adoption barriers and propose practical solutions to mitigate the barriers.

The results of the contract will be a report that represents the findings written in a manner consistent with other legislative reports developed by the MHCC. Through a combination of available data, interviews, and focus groups, the contractor is required to develop a report that, at a minimum, includes the following elements:

- An assessment of the current landscape of EHR adoption and achievement of meaningful use among providers in Maryland and how this compares to other states;
- Identified plans and timeframes of providers in the adoption and meaningful use of EHRs;
- Key successes providers have made in EHR adoption and meaningful use;
- Challenges experienced by providers in the adoption and meaningful use of EHRs;
- The impact of the regional extension center (REC), MSOs, federal incentives, and state-regulated payor incentives on the adoption and meaningful use of EHRs;
- Practical strategies and policies to advance EHR adoption and meaningful use;
- Strategies other states are implementing to accelerate provider EHR adoption and meaningful use; and
- Any changes in state laws that may be necessary to achieve optimal EHR adoption and use.

Alternatively, the responder may propose a different approach. The contractor has some latitude in deciding how to carry out contract responsibilities and to make suggestions that will improve the project scope. Potential contractors must specify their general approach in their response to this Bid Board Notice. If a bidder proposes to subcontract tasks, such as information gathering, analysis, and document development, the contractor must clearly identify and provide a detailed description of how all subcontractor(s) will carry out their assigned tasks. The contractor **must** have familiarity with the CMS EHR Incentive Programs, MSO and REC programs, the State-Regulated Payor EHR Incentive program, health information technology laws in Maryland, and eligible provider practices in Maryland. **The MHCC must approve all activities specific to each task prior to performance of the work, and approve all deliverables before the deliverable will be considered complete.**

Contract Deliverables & Due Dates

Key Deliverables	Due Date
Submit bi-weekly status reports on activities of the contractor	Ongoing
Participate in bi-weekly status meetings (in-person or telephone conference call) with the MHCC	Ongoing
Report outline draft	1/13/12
Final report outline	1/27/12
Draft focus groups/interview questions and approach to analyzing available data	1/17/12
Final focus groups/interview questions and approach to analyzing available data	1/31/12
Conduct focus groups/interviews and analyzing available data	3/20/12
Present preliminary results of the focus groups/interviews and data analysis	3/27/12
Draft introduction and background section of the report	3/27/12
Final introduction and background section of the report	4/3/12
Assessment of provider progress towards adopting EHRs and meaningful use as compared to other states – draft section of report	4/10/12

Key Deliverables	Due Date
Assessment of provider progress towards adopting EHRs and meaningful use as compared to other states – final section of report	4/24/12
Impact of initiatives on EHR adoption and meaningful use – draft section of report	5/1/12
Impact of initiatives on EHR adoption and meaningful use – final section of report	5/15/12
Identification of successes and barriers to EHR adoption and meaningful use – draft section of report	5/22/12
Identification of successes and barriers to EHR adoption and meaningful use – final section of report	6/5/12
Implementable strategy, timeline and policy recommendations – draft section of report	5/22/12
Implementable strategy, timeline and policy recommendations – final section of report	6/5/12
Conclusion and Executive Summary – draft section of report	6/12/12
Conclusion and Executive Summary – final section of report	6/26/12
Provide the MHCC with a final report	7/1/12

Note: Contract deliverables/due dates are tentative; therefore, contract deliverables/due dates are subject to change at the discretion of the MHCC.

Staffing Requirements

The contractor may propose to augment or revise the following list of required personnel. The contractor must demonstrate how its proposed staffing model will complete the tasks in a timely manner. Proposals must include an hourly rate for the work to be performed and an estimate of the total number of hours required to complete each task.

Staffing Design

Labor Categories	Description
Project Director	A senior level individual that will coordinate all aspects of the work, take responsibility for meeting the schedule of deliverables, and ensure the delivery of high quality work products. (Writing sample required).
Project Manager	A management level individual with experience in managing focus groups that can ensure broad participation and facilitate discussion among all participants. (Writing sample required).
Policy Analyst	A technical expert with at least five years of health information technology and report writing experience. (Writing sample required).

REFERENCES

As part of its proposal the contractor will be required to include references for similar work it has performed in health information technology activities and, if available, work performed specifically in provider targeted strategies.

TERM OF CONTRACT

The contract begins on **January 9, 2012** and ends on **September 30, 2012**. Contractor billing is required by the 15th of the month for the prior month and must include a description of the completed tasks in accordance with the Deliverable Schedule in Section II. All deliverables and work must be performed to the satisfaction of the MHCC for reimbursement approval.

ISSUING OFFICER

The Issuing Officer for this solicitation is Sharon Wiggins, Procurement Officer, **Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215.**

SUBMISSION DEADLINE

To be eligible for consideration, proposals must be received by the Issuing Officer at the Commission office by 4:00 p.m. **December 27, 2011.** All bids must include **Federal Tax Identification Numbers.**

Vendors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be submitted electronically to swiggins@mhcc.state.md.us by the specified date and time.

Each bidder must indicate their eMaryland Marketplace (eMM) vendor number in the Transmittal Letter. In order to receive a contract award, a vendor must be registered on eMM. Registration is free. Go to <https://ebidmarketplace.com/> and click of “Registration” to begin the process then follow the prompts.

PROCUREMENT METHOD

The procurement method for this solicitation is a Small Procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

REQUIRED DOCUMENTS

1. Please provide a brief (10 pages or less) description of your approach to completing the tasks, which is required within one week of contract award notification.
2. Please include individual resumes, writing samples, and references for each of the personnel who are to be assigned if your organization is awarded the contract. (Appendices are not included in the page count.) Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has completed relative to the work requested for this solicitation. Letters of intended commitment to work on the project from personnel must also be included.

TERMINATION CLAUSE

The State may terminate this contract at any time and for any reason. Bidders must acknowledge this statement in their response to this Bid Board Notice to be considered an acceptable response.

MINORITY BUSINESS ENTERPRISES AND SMALL BUSINESSES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION